



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD ROOM 244
FORT JACKSON, SOUTH CAROLINA 29207

ATMT-LTB-LSD

08 December 2016

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #6 – **Army Suicide Prevention Program (ASPP)**

1. References:

- a. AR 600-20, Army Command Policy, dated 6 November 2014.
- b. AR 600-63, Army Health Promotion, dated 14 April 2015.
- c. Army G-1, Suicide Prevention Program web page, (<http://www.armyg1.army.mil/hr/suicide/default.asp>).
- d. This memorandum supersedes previous version of Policy Memorandum #6.

2. Soldiers are the heartbeat of our Army. Suicide is a tragic event that affects the soul of our families, friends, and the unit. I am absolutely committed to protecting the emotional health and mental fitness of each of our Soldiers, Family members, DA Civilians, Students and Leaders.

3. With the complexity and geographical dispersion of the USASD population, it is paramount that we encourage open and honest communication, ensure that our fellow leaders are educated on the mental health resources available to them, and take a vested interest in the mental health and well being of our team. There are several methods that we will use to ensure that we collectively meet this intent.

a. **Training.** In accordance with AR 600-63 annual ASPP Training is mandatory for all Soldiers, Students, Leaders and DA Civilians regardless of location. The training is optional, but highly encouraged for Family members. The training increases awareness of suicide risk factors and warning signs, and teaches intervention skills to respond promptly, effectively and deal with at-risk individuals. Training and certification is a mandatory requirement during the semi-annual personnel asset inventory (PAI). Soldiers, Students, Leaders and DA Civilians will complete annual suicide prevention training in accordance with the USASD training schedule. Suicide training prevention requirements can be found at the Army G-1, Suicide Prevention Program web page at <http://www.armyg1.army.mil/hr/suicide/training.asp>.

b. **Leader checks.** Leaders must get ahead of the power curve-we need to take the steps to identify our high risk Soldiers and provide them assistance before they enter into a suicidal state. Take the time to get to know your peers, leaders, and subordinates. Don't be afraid to talk to each other, ask the hard questions, and nurture your relationships. Developing an environment of trust and open communication is the first line of defense against suicide.

c. **Outreach.** I encourage each of our Student Leaders to pursue different methods of outreach. Ensure that you make connections with other Soldiers and leaders in your area. Continue to communicate with your mentors. Most importantly, take a moment to periodically contact the leadership and staff within the USASD. We want to know how you are doing. Your well being is our mission.

d. **Immediate action.** If a Soldier, Student, Leader or DA Civilians within the organization demonstrates suicidal behavior, it is imperative that you contact either me or the 1SG immediately. It is urgent that we get them to a chaplain, emergency room, or mental health services swiftly.

4. I implore each of you to become actively engaged in preventing suicide. Our collective actions will only serve to strengthen our team and demonstrate our dedication to the USASD team.

5. Point of contact for this memorandum is the undersigned at (803) 751-5305.


E. VICTORIA NIETO
CPT, AG
Commanding



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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #7 – **Physical Readiness Training (PRT)**

1. References:

- a. FM 7-22, Army Physical Readiness Training, dated 26 October 2012, CHG 1 dated 3 May 2013.
- b. AR 350-1, Army Training and Leader Development, dated 19 August 2014.
- c. AR 600-9, The Army Body Composition Program, dated 28 June 2013.
- d. AR 600-8-2, Suspension of Favorable Personnel Actions (Flag), dated 23 October 2012.
- e. AR 600-8-24, Officer Transfers and Discharges, 12 April 2006, RAR 003 dated 13 September 2011.
- f. AR 635-200, Active Duty Enlisted Administrative Separations, dated 6 June 2005, RAR 003 dated 6 September 2011.
- g. This memorandum supersedes previous version of Policy Memorandum #7.

2. PRT is an essential element of staying fit. This policy letter outlines the PRT standards expected of the USASD.

3. Verification of all physical profiles (DA Form 3349) required and will be forwarded to the USASD prior to administering the Army Physical Fitness Test (APFT).

4. Profiles will participate in PRT within the limits of their profile.

5. My goal for the **Company APFT Average is 260.**

6. **USASD Permanent Party:** PRT is conducted daily Monday -Friday from 0600 – 0700 hours. Unless otherwise specified, the first duty/accountability formation is held at 0550 hours. The 1SG will direct the uniform of the day for PRT. The uniform is the

Army Physical Fitness Uniform (APFU), unless otherwise specified. APFU jacket and pants, fleece cap, and gloves are worn as seasonal items.

7. **USASD Students:** Maintaining individual physical fitness is the responsibility of the Soldier. Students must submit an APFT scorecard bi-annually to the USASD. The Senior Liaison Officers or Senior Army Advisors will conduct the APFT and weigh-ins for their schools. If a student has no senior officer, then they must conduct an APFT to the best of their ability and with the highest degree of integrity.

8. Students who are not near a military installation may have an option to obtain free YMCA membership upon approval, for more information contact the unit YMCA coordinator.

9. It is the primary responsibility of the Operations Sergeant to ensure that all Soldiers of USASD meet and maintain physical fitness standards set by the Army and TRADOC.

10. Failure to meet APFT standards will result in personnel flag action and immediately enrolled in a special fitness program appropriate for the individual. Soldiers will be re-tested within 90 days of initial failure.

11. Special population PRT will be conducted daily Monday- Friday from 1600-1700. Diagnostic APFT will be administered every 30 days until Soldier successfully passes (Students and permanent party).

12. Personnel who fail two consecutive record APFTs may be considered for separation IAW AR 635-200 or AR 600-8-24.

13. All Soldiers should report to their next duty station in satisfactory physical condition, able to pass the APFT, and within body composition standards IAW AR 600-9.

14. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #8 – **Physical Readiness Training (PRT) Incentive Program**

1. References:

- a. FM 7-22, Army Physical Readiness Training, dated 26 October 2012, CHG 1 dated 3 May 2013.
- b. AR 600-9, The Army Body Composition Program, dated 28 June 2013.
- c. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
- d. USASD, Policy Memorandum #14, Passes, 08 December 2016.
- e. This memorandum supersedes previous version of Policy Memorandum #8.

2. As I encourage each of our Soldiers to attain the highest standards of physical fitness and readiness, I feel it's only appropriate to recognize those individuals who meet and exceed my expectations. Therefore, I have established a PRT Incentive Program.

3. Soldiers achieving an Army Physical Fitness Test (APFT) score of 300 with 100 points in each event during a record APFT is eligible for the following incentives:

- a. Four day special pass.
- b. Exempt from Company PRT.

4. Soldiers achieving an APFT score of 270 or above with 90 points in each event during a record APFT is eligible for the following incentives:

- a. Three day special pass
- b. Exempt from Company PRT.

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SUBJECT: Policy Memorandum #8 – Physical Readiness Training (PRT) Incentive Program

5. Soldiers achieving a 10% increase to their APFT score during a record APFT is eligible for one three day special pass.
6. Soldiers are only eligible for one incentive group. For example, if you improve your APFT score by 10% and you achieve a 300 by doing so, you will only be eligible for a four day special pass and exemption from Company PRT.
7. All passes are subject to the provisions in Policy Letter #14 and in accordance with AR 600-8-10.
8. Soldiers enrolled in the Army Body Composition Program and APFT failures retaking the APFT are not eligible for PT incentives.
9. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #9 – **Army Body Composition Program (ABCP)**

1. References:

- a. AR 600-9, The Army Body Composition Program, dated 28 June 2013.
- b. AR 600-8-19, Enlisted Promotions and Reductions, dated 14 September 2016.
- c. AR 600-8-24, Officer Transfers and Discharges, dated 12 April 2006, RAR 003 dated 13 September 2011.
- d. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG), dated 11 May 2016.
- e. AR 635-200, Active Duty Enlisted Administrative Separations, dated 6 June 2005, RAR 003 dated 6 September 2011.
- f. USAPHC TG 358, Army Weight Management Guide , current (<http://phc.amedd.army.mil/topics/healthyliving/n/Pages/WeightManagement.aspx>).
- g. This memorandum supersedes previous version of Policy Memorandum #9.

2. Soldiers must maintain a high level of physical readiness in order to meet mission requirements. Body composition is one indicator of physical readiness that is associated with an individual's fitness, endurance, and overall health. Individuals with desirable body fat percentages generally exhibit increased muscular strength and endurance, are less likely to sustain injury from weight bearing activity, and are more likely to perform at an optimal level. Soldiers will meet Army body composition standards, as prescribed in AR 600-9, for the individual and collective benefit to themselves, their unit, and the entire Army.

3. Every member of this unit is required to maintain the standards for military appearance and physical fitness at all times. It is the primary responsibility of the USASD Operations NCOIC to ensure that all Soldiers of the USASD meets and maintains the Army body composition standards. However, adherence to this policy requires individual discipline and motivation from our Students and Leaders.

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SUBJECT: Policy Memorandum #9 – **Army Body Composition Program (ABCP)**

4. Verification of height and weight is required of all Soldiers, Students and Leaders semi-annually during the USASD Personnel Asset Inventory (PAI). In accordance with AR 600-8-2, Chapter 3, personnel failing to meet the Army body composition standards will be enrolled in the ABCP, counseled and directed to visit a nutritionist in their area immediately. Soldiers will be flagged and enrolled in the ABCP upon conclusion of their consultation.

5. ABCP progress reports will be sent to the USASD 1SG monthly. Soldiers will remain flagged until they meet the Army body composition standards for height and weight. Soldiers failing to show satisfactory progress may be subject to separation action.

6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #10 – **Training**

1. References:

- a. AR 350-1, Army Training and Leader Development, dated 19 August 2014.
- b. Fort Jackson Reg 350-1, Fort Jackson Training Administration Policies, 1 October 2008.
- c. ALARACT 208/2009, Army Training Records Data Integration/Digital Training Management System (DTMS).
- d. Army Training Network (ATN) web page <https://atn.army.mil/index.aspx>.
- e. This memorandum supersedes previous version of Policy Memorandum #10.

2. All Soldiers and DOD civilians must remain relevant and knowledgeable of basic Army policies, programs, and procedures regardless of their duty assignment, location, or military status. In order to ensure that the Soldiers, DA Civilians, Students and Leaders of the USASD are postured for success, the following training procedures are in effect.

3. **Mandatory Training Requirements.** All Soldiers, civilians, and student leaders are required to complete DA directed mandatory Training. Student Leaders may access all mandatory training tools via the USASD website at <https://usasd.armylive.dodlive.mil/personnel-asset-inventory-pai/>. You will be required to provide/validate proof of training during PAI submission requirement.

4. **Sergeants Time/Collective Training.** The USASD will be closed for training every Thursday morning between the hours of 0730-1130 to ensure all Soldiers and DA civilians are able to participate in scheduled training. All Soldiers and DA civilians will participate in technical training during the first and third week of the month. Tactical training/Warrior Tasks and Battle Drills will be trained on the last week of the month. During this time, DA civilians within the USASD will accomplish any mandatory DA mandatory training requirements not met during technical training. Finally, commander's time topics will be trained on the second week of each month. These

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SUBJECT: Policy Memorandum #10 – **Training**

topics include, but are not limited to, Sexual Harassment/Assault Response Prevention, Equal and Equal Employment Opportunity, and Suicide Prevention Program training.

5. All training schedules, AARs, and records will be updated and maintained in DTMS per ALARACT 208/2009.

6. Point of contact for this memorandum is the undersigned at (803) 751-5305.


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